



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711
oep@tdlr.texas.gov • www.tdlr.texas.gov

OFFENDER EDUCATION PROGRAM APPLICATION FOR ADDRESS CHANGE INSTRUCTIONS

Each Offender Education program desiring to change their mailing and/or physical shall provide an application for approval that shall be in compliance with 16 TAC 90 and TDLR established guidelines to change the program's addresses. The following information shall be submitted to the address listed above.

1. LEGAL NAME/DBA OF PROGRAM – Enter the official name of the program. This must be the name you are licensed under.
2. PROGRAM/PROVIDER CERTIFICATION NUMBER – Enter the license number of your school that is applying for the address change.
3. APPLICATION FEE – \$25.00 (NON-REFUNDABLE)
4. PROGRAM/PROVIDER MAILING ADDRESS AND CONTACT INFORMATION – Enter the mailing address, phone number, fax number, email address, and website address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone, number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
5. PROGRAM/PROVIDER PHYSICAL ADDRESS – Enter the physical address. This address is the actual business location and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
6. STATEMENT OF APPLICANT – Application must be signed by the owner, officer or other authorized representative. You must print your name, sign and date the application.

SEND YOUR COMPLETED APPLICATION AND FEE TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Keep a copy of your completed application and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at <https://www.tdlr.texas.gov> or reach Customer Service via webform where you can submit your request for assistance and include attachments as needed at <https://www.tdlr.texas.gov/help>. Customer Service can also be reached at (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989 or Fax: (512) 463-9468. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).



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OFFENDER EDUCATION PROGRAM APPLICATION FOR ADDRESS CHANGE

1. Legal Name and or DBA of Program:

2. Program/Provider Certification Number:

3. Application Fee (Non-Refundable):

\$25.00

4. Program/Provider Mailing Address and Contact Information:

(Used to receive mail from TDLR, P.O. BOX is allowed)

Number, Street Name, Suite Number/Apartment Number

City, State, Zip Code

Email Address

Web Address

Phone Number

Fax Number

Contact Person's Name

Phone Number

Email Address

5. Program/Provider Physical Address: (Where permanent records are kept, P.O. BOX is not allowed)

Number, Street Name, Suite Number/Apartment Number

City, State, Zip Code

County

6. STATEMENT OF APPLICANT

By signing this application I certify that all information submitted on this application is true and accurate. I certify that I will comply with all applicable rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 90). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature of Owner, Officer, or Authorized Representative

Date Signed

Printed Name of Owner, Officer, or Authorized Representative

Title